
**COURT & CLERK RECORDS: ACCESS
& MAINTENANCE**

**CRIMINAL CASE JUDGMENTS AND
REPORT OF CASE DISPOSITION**

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WRITTEN JUDGMENT IS REQUIRED

[Ind. Criminal Rule 15.1](#) requires, subject to the provisions set forth by statute, that upon a verdict of a jury or the decision of the court, the court shall promptly prepare and sign the judgment. As with other judgments, the clerk enters the judgment in the Record of Judgments and Orders (RJO) and notes the entry of the judgment on the Chronological Case Summary (CCS). If the judge fails to promptly prepare, sign, and enter the judgment as required by the rule, a mandate action is available to compel compliance. The provisions of [Ind. Trial Rule 58\(B\)](#) concerning the content of the judgment do not apply in criminal proceedings.

**Notice Of Disposition Of Criminal Case Must Be Provided To The
Indiana State Police Records Division**

Additionally, the clerk is required by [I.C. 10-13-3-25](#) to furnish a report of the disposition of the case to the Indiana State Police within thirty (30) days of the disposition. This statute applies not only if the defendant is convicted of an offense, but also if the defendant is acquitted or the case is dismissed or otherwise disposed.

The clerk should send a copy of the order disposing of the case to the Indiana State Police at the mailing address listed below. In the event that the case includes multiple counts, some of which are disposed earlier than other counts, notice of the disposition should be sent within thirty (30) days after each count is disposed.

Point of Contact:

**Indiana State Police
Records Division: Disposition Section
100 North Senate Ave.
Room N302
Indianapolis, In. 46204-2259**

Last Modified 7/19/16